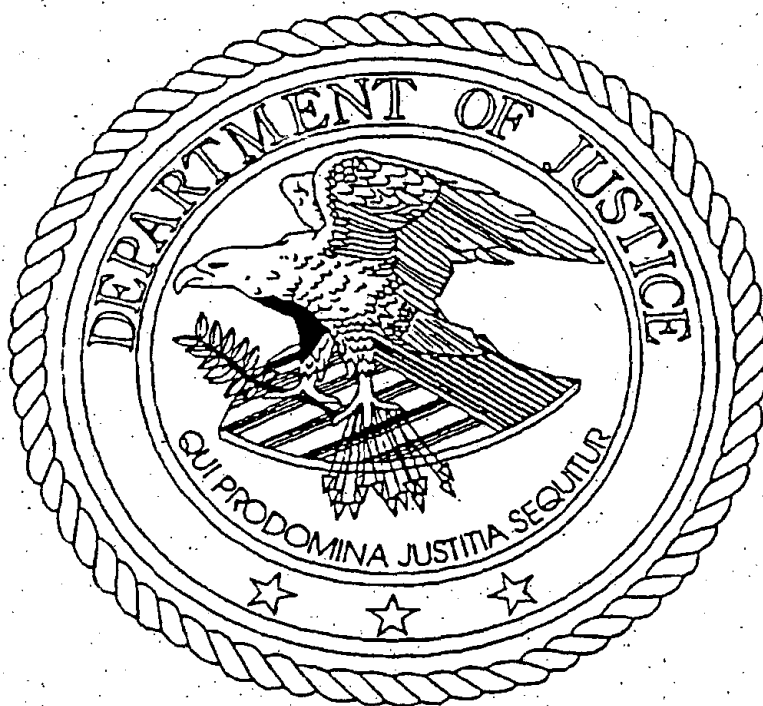


Community Policing to Combat Domestic Violence



**A Program of
the Office of Community Oriented
Policing Services,
U.S. Department of Justice**

Application Checklist

Applications must contain the following items in the order listed below. This will ensure consideration of your proposal and prevent delays in processing. Submissions must be typewritten. Narratives should be single-sided and double-spaced on 8 1/2" by 11" paper.

- ☐ *Application summary (preprinted sheets provided in Appendix A)*
- ☐ *Project narrative*
- ☐ *Signed memorandum of understanding*
- ☐ *Budget narrative*
- ☐ *Budget detail worksheets (preprinted sheets provided in Appendix B)*
- ☐ *Signed assurances and certifications (provided in Appendices C & D)*
- ☐ *Four copies and an original must be postmarked by November 17, 1995.*
- ☐ *Check with your State Single Point of Contact to see if your state requires a copy of your application (Appendix E).*

Submit applications postmarked by November 17, 1995 to:

***Community Policing to Combat
Domestic Violence Program
COPS Office
1100 Vermont Avenue, NW
5th Floor
Washington, DC 20530***

*If you have any questions please call the Department of Justice
Response Center at 1-800-421-6770.*

*The COPS Office will notify applicants in writing that applications have been received.
Applicants will be notified by mail whether their proposal will be funded.*



Community Policing to Combat Domestic Violence

Introduction

The Community Policing to Combat Domestic Violence Program was created by the Justice Department's (DOJ) Office of Community Oriented Policing Services (COPS) to fund innovative community policing efforts aimed at domestic violence. This grant program for law enforcement agencies targets assault, battery, rape/sexual offense, and stalking crimes where a woman is victimized by someone with whom she has cohabited or still has an intimate relationship. Although child abuse and elder abuse unfortunately are also significant societal problems, funding for projects to address them is not available in this program. The domestic violence program is intended for police departments that have exemplary community policing practices and are interested in turning their attentions to or strengthening their already progressive focuses on domestic violence. Up to \$10 million is available for grants under this program. Applicants must apply under *one* of three categories:

- Domestic Violence Training with a Community Oriented Policing Philosophy
- Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence
- Changing Police Organizations to be More Responsive to Domestic Violence

On June 12, 1995, DOJ sponsored a planning meeting to explore ways in which DOJ, COPS, and the Violence Against Women Initiative (VAW) could highlight and support the application of community oriented policing to the problem of domestic violence. Estab-

lished under the *Violent Crime Control and Law Enforcement Act of 1994*, the COPS Office is responsible for implementing Title I of the law, the Public Safety Partnership and Community Policing Act, by providing law enforcement agencies with competitive grants to increase the number of community police officers on the streets and to support innovative community policing projects. Similarly under Title IV, the Violence Against Women Act, the VAW Grants Office in DOJ's Office of Justice Programs gives funding to states for law enforcement, prosecution, and victim services to reduce violence against women. It became readily apparent that a joint initiative could provide existing criminal justice agencies, Indian Tribal governments, and nonprofit, nongovernmental victim- or community-service organizations the resources and guidance necessary to become fully responsive to women in domestic violence cases.

The June 12th planning session brought together experts in community policing and domestic violence who provided COPS and VAW valuable knowledge and insights. The advice of these experts further assisted in the development of an overall DOJ initiative on domestic violence.

By committing significant Federal resources and attention to restructuring and strengthening the criminal justice response to battered women, the Community Policing to Combat Domestic Violence Program enables communities to put into action comprehensive and innovative approaches to ending domestic violence.

Advocates for both community policing and battered women agree that a community

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policing approach to domestic violence must be taken jointly by law enforcement and community service organizations. *For this reason, departments requesting funding under this program must submit with their application a memorandum of understanding between the department and a nonprofit, nongovernmental victim- or community-service agency as outlined in the Application Requirements section of this solicitation.* The memorandum must identify the roles of all parties involved in the proposed effort and clearly describe the parameters of the partnership between participants. Departments should also seek to coordinate their efforts with the state agency responsible for administering VAW grants.

In general projects will be funded for a 1-year period. Additional resources may be obtained for up to 2 more years, contingent on appropriations and a showing of how COPS funding has facilitated and improved domestic violence prevention. Renewal requests must be submitted 90 days before the end of the initial grant.

Any award made under this program will not affect the eligibility of an agency to apply to other COPS programs. As part of DOJ's domestic-violence initiative, the Community Policing to Combat Domestic Violence Program begins a significant partnership between the Federal Government and local communities to reduce the incidence of domestic violence in the United States.

Background

In the last decade, domestic violence has emerged in the public's awareness as a significant social problem. Survey research suggests that more than one in four marriages experience violence at some time (Straus and Gelles, 1990). In a study of victim-offender relationships in simple assaults, the Statistical Analysis Center reports that 28 percent of assaulters were partners of their victims (Hughes, 1993). Data from the National Crime

Survey conducted by the Bureau of Justice Statistics further reveal that once a woman is victimized by domestic violence, she faces a high probability of being victimized again (Langan and Innes, 1986).

Some victim advocates have been reluctant to endorse community policing as a way to end domestic violence. Yet, traditional policing lacks the focus on community involvement and criminal justice coordination that must be present if battered women are to receive comprehensive assistance and if batterers are to be kept from escaping meaningful consequences. Moreover, while departments have worked to provide officers with confidence-building tools for handling domestic violence cases, officers continue to view the problem as frustrating, complex, and dangerous. Community policing calls for a redefinition of the police role, greater reciprocity in police and community relations, area decentralization of police services and command, and encouragement for creative problem solving. All of these elements will enhance existing law enforcement services for battered women and enable departments to build on and complement prevailing good practices.

Implementing a community policing/domestic violence initiative requires a change in perspective on how the crime and conditions leading to it are viewed and is not a decision to be "soft on crime." Effective community policing does not deal passively with domestic violence; rather, it demands enforcement of laws and provides resources for solving this violent crime and performing crime analysis. One hope of the COPS Office is that the Community Policing to Combat Domestic Violence Program will bridge the perceived gap between advocates for battered women and proponents of community policing. As gatekeepers to the criminal justice system, police and sheriff departments should become leaders, as well as partners, in the community's fight against domestic violence. And as a result, both law enforcement agencies and victim advocates may better understand each other's

successfully to combat domestic violence. This grant program will support these efforts.

Goals

This program will provide departments the opportunity to further their existing efforts and pilot new ones they believe may work in their jurisdiction. The Community Policing to Combat Domestic Violence Program will focus primarily on departments committed to:

- Integrating domestic violence strategies in their community policing plans;
- Establishing coordinated community responses to domestic violence;
- Designing early intervention strategies;
- Focusing on police responses to violent incidents; treating domestic violence as a crime;
- Eliminating victim-blaming policies; and
- Using comprehensive approaches in the system to create long-term accountability for the abuser.

The program will seek to answer the following questions:

- Whether model programs demonstrating productive unions of the police, criminal justice system, and victim services have developed;
- What types of technology will assist community policing/domestic violence efforts;
- What tools can enable effective problem solving; and

- How departments can focus effectively and proactively on domestic violence to reduce significantly the incidence of violence against women and alleviate officers' frustrations with these complex and dangerous situations.

If police agencies are to respond effectively to the challenges set forth in the Violence Against Women Act, they must evaluate current practices and adapt them to meet the constantly changing nature of domestic violence. This COPS grant program provides community-oriented police departments the unique opportunity to execute well-planned strategies that may prove highly effective in combating domestic violence.

Eligibility Requirements

All state, local, Indian Tribal, and other public and private law enforcement agencies (including university police) committed to using community policing to address domestic violence are eligible to apply. Nonprofit, nongovernmental victim-service providers, shelters, and community-service groups must partner with public and private law enforcement agencies to apply for funding under this solicitation. An important goal of the solicitation is to create vehicles for the various participants in the system to begin or continue a dialogue. Therefore, applicants must demonstrate true partnerships between law enforcement and victim services.

Law enforcement agencies must be the applicants and the payees to receive and disburse funds and will be responsible for supervising and coordinating all grant activities. Their partnerships with nonprofit, nongovernmental victim- or community-service agencies must be clearly established and documented in Memoranda of Understanding (MOU).

Other Eligibility Criteria

The domestic violence program is aimed at police departments with exemplary community policing plans. For purposes of this solicitation, applicants must also demonstrate that they meet the following criteria:

1. Community policing has been practiced on an agency wide or special unit basis for at least 2 years.
2. Officers receive community-policing training with a strong problem-solving focus.
3. The department has a strong commitment to taking an analytical approach to reducing crime problems.
4. The department has technologically advanced crime-analysis capabilities.
5. The management and organizational styles of the department are participatory, value based, result oriented, decentralized, and focused on innovation, creativity, leadership, and effectiveness.

Areas of Consideration

Applicants must apply under *one* of the following areas:

1. Domestic Violence Training with a Community Oriented Policing Philosophy
2. Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence
3. Changing Police Organizations to be More Responsive to Domestic Violence

Category 1: Domestic Violence Training with a Community Oriented Policing Philosophy

The COPS Office encourages innovative programs that incorporate domestic violence training into their community policing curricula. Therefore, this portion of the solicitation seeks proposals from departments that have collaborated with nonprofit, nongovernmental domestic-violence-victim- or community-service agencies to develop new approaches to training personnel on the issues of domestic violence.

Successful implementation of a community oriented policing philosophy requires organizationwide training of all sworn and nonsworn police personnel. Community-oriented-policing training includes conceptualization, skills development, and leadership training. Agencies successfully implementing community policing believe that officers should be taught management and decision-making skills, problem-solving techniques, and team-oriented approaches. In partnership with battered women advocates and other community-service organizations, departments are encouraged to dedicate both academy and in-service training time to the crime of domestic violence. Substantive training may raise the officer's awareness of the laws and issues relevant to domestic violence cases and may provide additional tools to assist in domestic violence problem solving.

Applicants must show there is collaboration between police and nonprofit, nongovernmental service agencies in designing domestic-violence-training curricula that are consistent with the department's community-oriented-policing training and philosophy.

In applying for training-related funding, applicants must describe generally:

- Current curricula as they relate to community policing;

- Current approaches to delivering training to recruits and the community; and
- Future plans for more effective, responsive training.

Requests for funding under this category should not exceed \$250,000 per application.

Within this category applicants must apply under *one* of the following training priority areas:

1. *Police-Academy Training Curricula*

The development of police academy curricula on domestic violence is encouraged and would be supported with COPS funds. Of particular interest to the COPS Office are curricula that train police officers and dispatchers about the many interrelated services that must be used to help victims of domestic violence and how police personnel should react and handle a domestic violence situation and ensure proper follow-up.

2. *In-Service Training*

For patrol officers, supervisors, command staff, and civilians, the development of training curricula and delivery systems for domestic violence and community oriented policing issues is encouraged.

3. *Department-Sponsored Multidisciplinary Training Initiatives*

The COPS Office encourages training efforts that bring together and train service providers (for both victims and offenders) in integrated approaches. Personnel might include medical and mental health professionals, victim advocates, and law enforcement agents. Specifically, the COPS Office is interested in training efforts in this category that will instruct and mobilize service providers to identify cases accurately as domestic violence and not assault. The COPS Office also requests applications to initiate

innovative educational programs that heighten awareness of domestic violence among police officers, health care and social service workers, and others.

Category 2: Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence

The COPS Office encourages innovative programs designed to promote problem-solving abilities of police personnel and shared decision-making among community groups and law enforcement agencies in addressing domestic violence. Therefore, this section of the solicitation calls for proposals from departments that emphasize building community-based partnerships for identifying domestic violence problems in communities, analyzing these problems from several perspectives, and implementing long-term, effective, appropriate, and tailored solutions. This category of funding could provide a unique opportunity for smaller or rural jurisdictions seeking to address domestic violence.

Community partnerships and problem solving are core elements of community policing and can serve as powerful forces in combating domestic violence. Partnerships involve trust, cooperation, and shared responsibility and resources. Domestic violence is not exclusively a law enforcement problem. It is a concern of health care and treatment providers, victim advocates, women's shelters, the courts, social services, employers, and other community members, each of whom has a unique view of the problem. Together they can create a strong network of knowledge, resources, and personnel that can design new approaches to domestic violence.

Problem solving is a proactive approach requiring identification of a specific problem, analysis of resolution options, and selection of action(s) that fits the problem. In applying for funding under this section, applicants must

include the following five components:

- Identification of the problem;
- Understanding of its cause;
- Determination of its scope and effects;
- Implementation of a response; and
- Evaluation of the success of the response.

Problem solving is consistent with community policing and can provide valuable information about the occurrence of domestic violence in a particular community. When submitting an application under this category, applicants must include a discussion of how they will conduct an assessment of the proposed response to the problem and measure its success. Applicants may combine efforts with local universities to assist in the assessment and evaluation stages.

Requests for funding under this category should not exceed \$200,000 per application.

Within this category, applicants must apply under *one* of the following problem solving priority areas:

1. Targeting repeat offenders and repeat addresses that generate domestic violence calls.
2. Finding ways to solve and follow-up domestic violence cases when the witness or victim is unwilling to participate.
3. Developing programs to increase cooperation among government agencies in enforcing domestic violence laws (including restraining orders and stalking laws) and to coordinate the response of the criminal justice community (e.g., such as mandatory arrests).
4. Establishing a domestic violence work group that links efforts of the police, victim advocates, prosecutors, judges, health care professionals, and other professionals having contact with families.

The work group should identify a specific problem and seek an adequate response.

5. Developing programs that address the problem of drugs and alcohol and domestic violence.
6. Encouraging rural and tribal police jurisdictions to initiate and participate in communitywide service provider networks to address domestic violence.
7. Developing evaluation techniques to determine how domestic violence initiatives, such as mandatory arrests, restraining orders, and automated arrest reports, are used in problem solving.

Category 3: Changing Police Organizations to be More Responsive to Domestic Violence

The COPS Office encourages innovative programs that focus on the organizational systems and structural changes necessary to promote community policing. This section of the solicitation encourages proposals from departments that emphasize decentralization of the organizational system, that is, making an organization wide commitment to community policing and using the community oriented policing philosophy to address domestic violence.

The structure of an organization may dictate the processes of daily activities, which, in turn, may lead to specific results. Any discussion of changing police methodologies must address the bureaucracies that have been institutionalized in the current system. By changing the structure of the agencies the behavior of individuals within the structure may also change. Departments are encouraged to assess how they might reorganize to facilitate a more effective department response to domestic violence. Reorganization includes, but is not limited to developing a strategic plan, focusing on the recruitment, hiring, and selection process, and making changes to the department's performance, evaluation, and reward structure.

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In applying for funding under this area, applicants should demonstrate their commitment to organizational change and discuss how their efforts to combat domestic violence will be enhanced by such change. Additionally, applicants must clearly explain the roles of the police department and nonprofit, nongovernmental domestic-violence-victim- or community-service agencies in changing police organizations to be more responsive to domestic violence.

Requests for funding under this category should not exceed \$150,000 per application.

Within this category, applicants must apply under *one* of the following organizational structure priority areas:

1. Programs that demonstrate a move toward decentralization, including its

expected impact on the department's efforts to handle domestic violence cases.

2. Innovative programs for organizational change that include interagency coordination and cooperation.
 3. Programs that attempt to change departmental attitudes, cultures, and values to confront domestic violence cases more effectively and appropriately.
 4. Efforts to evaluate the effectiveness of organizational change in combating domestic violence. Evaluation criteria should include the response to crisis incidents, enforcement of protection orders, prevention of domestic violence, outreach to victims through the impact of cultural change, and building community relationships both with individuals and organizations.
-



Application Requirements

Applicants must follow this format:

- I. Application Summary Sheet
- II. Project Narrative
(must include signed memorandum of understanding)
- III. Budget Narrative
- IV. Budget Detail Worksheets

I. Application Summary Sheet

The application summary sheet is included in Appendix A and must be completed for consideration.

II. Project Narrative

Please begin a new page for each of the following sections (A, B, and C), and limit the length of the project narrative to 18 pages.

A. Innovative project description

Applicants must include the following elements in section A of their narrative. *In your response, please indicate the number for each subsection.*

1. A statement of the problem that the project seeks to address.
2. An explanation of what your agency has done prior to this program to solve the problem.
3. The goals and objectives of the project.
4. The anticipated outcomes of the project.

5. A description of the project, including the demonstration of a clear nexus between how the project will use community oriented policing to address domestic violence.

6. An estimated time line for the project denoting specific tasks to be completed and the individuals within the department or community service organization who will be responsible for ensuring that the tasks are completed on schedule.

7. A description of how the department intends to measure the success of the project.

8. A description of how the project impacts other criminal justice agencies serving your community

9. Any other factors for consideration.

B. Partnerships and the memorandum of understanding

A memorandum of understanding is an instrument embodying the terms of the agreement between two parties. It generally needs only contain the essential terms of the agreement and can be used by both parties at any stage of a relationship to clarify roles, responsibilities, and prior commitments.

Advocates for both community policing and domestic-violence victims agree that the community policing approach to domestic violence must be made jointly with the community. Thus for this reason, departments that request funding under this initiative must submit with their application a memorandum of understanding between the department and a nonprofit, nongovernmental domestic violence victim or community service agency.

The memorandum should clearly define each party's role and responsibilities.

Applicants must include the following elements in the narrative portion of their application. *In your response, please indicate the number for each subsection.*

1. Provide background information on the nonprofit, nongovernmental agency with which your department intends to partner for this project. Include agency personnel size, budget, source of funding, location, mission statement, and objectives.
2. Describe the past relationship between your department and the nonprofit, nongovernmental agency with which your department intends to partner for this project. Please provide any success stories as a result of this partnership.
3. Clearly outline the responsibilities and obligations of both partners in this project. Provide a discussion of the respective roles of the partners throughout the project and any plans to ensure that the partners are represented equally throughout this project.
4. Attach a copy of the memorandum of understanding signed by your agency's head and the head of the agency with which your agency intends to collaborate for this project. *Applications without a signed memorandum of understanding will not be considered.*

C. Community Policing Strategy

This program is aimed at law enforcement agencies that have exemplary community policing plans. Applicants must also demonstrate that they

meet the following criteria. *In your response, please discuss each point as it relates to your grant proposal and indicate the number for each subsection.*

1. Community policing has been practiced agencywide or on a special unit basis for at least 2 years.
2. Officers receive community policing training with a strong problem-solving focus.
3. The department has a strong commitment to taking an analytical approach to reducing crime problems.
4. The department has technologically advanced crime-analysis capabilities.
5. Two examples of successful problem-solving efforts.

III. Budget Narrative

The budget narrative should be limited to three pages describing the project's proposed budget. *In your response, please address the following questions in order and indicate the number for each subsection.*

1. What is the proposed amount of Federal expenditures over the 1-year-grant period?
2. What will the local contribution of funds be to this project, if any?
3. If there will be any local contribution of funds, what will their source be?
4. How did your agency determine the amounts of these specific budget items?
5. What is your agency's current expenditure and budget plans as of July 1, 1995 for this project, if any?

Budget guidelines

The following summarizes categories of allowable and unallowable costs for funding from COPS under the Community Policing to Combat Domestic Violence Program. The budget must link directly to the activities described in the grant proposal. Funding for the domestic violence training with a community oriented policing philosophy grants are limited to \$250,000 per year per grant (up to \$2,000,000 total); problem-solving and community-based programs; community-policing partnerships and problem-solving initiatives focusing on domestic violence is available for up to \$200,000 per year per grant (up to \$5,000,000 total); and changing police organizations to be more responsive to domestic violence programs can be funded for up to \$150,000 per year per grant (\$3,000,000 total). While costs may be listed as allowable, the COPS Office reserves the right to determine the appropriateness and reasonableness of the requested funds for the activities proposed within each application.

While most of the statutory application requirements for COPS grants have been waived, the prohibition against supplanting remains in force. That is, funds provided by the Community Policing to Combat Domestic Violence Program must be in addition to locally budgeted items, not in lieu of these items.

Personnel Allowable:

- Salaries and benefits for new, *additional* officers devoted to community oriented policing/domestic violence programs
- Salaries and benefits of new officers who are hired to backfill positions of existing officers who have been redeployed to community oriented policing/ domestic violence programs
- Additional overtime for existing officers or social service agency personnel if they are redeployed to community oriented policing/ domestic violence programs

- Salaries and benefits of new civilians within the police department or social service agency who are hired to backfill positions of existing civilians who have been redeployed to community oriented policing/domestic violence programs
- Salaries and benefits of existing civilians or other support staff who directly contribute to implementation or enhancement of community oriented policing/domestic violence programs
- Personnel costs for others (translators, etc.) if they directly contribute to the implementation or enhancement of community oriented policing/ domestic violence programs
- Consultant costs if they directly contribute to the implementation or enhancement of community oriented policing/domestic violence programs (Note: Consulting costs may not exceed \$250 per day without prior COPS Office approval.)

Unallowable:

- Salaries and benefits of grant writers
- Salaries and benefits of currently employed staff, *except under the conditions noted above* (supplanting)
- Salaries and benefits of existing civilians or other employees who do not directly contribute to this program

Training Allowable:

- Training of newly deployed officers in community oriented policing/ domestic violence programs
- Supervisory training in community oriented policing/ domestic violence

- Training of civilians in community oriented policing/domestic violence programs

Unallowable:

- Training in topics not directly linked to community oriented policing/ domestic violence programs

Travel Allowable:

- Reasonable out-of-town travel in accordance with applicable Federal guidelines to visit other jurisdictions engaged in model approaches to community oriented policing/domes- tic violence programs

Unallowable:

- Local travel costs

Equipment Allowable:

- Only equipment(s) that can be clearly linked to the implementation or enhancement of community oriented policing/domestic violence programs

Unallowable:

- Standard police issue equipment, which includes patrol cars, weapons, vests, accessories, emergency equip- ment, and uniforms
- Office furniture and equipment, such as copiers, fax machines, desks, and chairs

Supplies Allowable:

- Supplies, such as copying, general office items, postage, and others but only if directly related to community oriented policing/domestic violence programs

Unallowable:

- Standard office supplies not directly related to community oriented polic- ing/domestic violence programs

Miscellaneous Allowable:

- Reasonable costs to purchase mobile offices or rent office space
- Performance evaluation development
- Publications relating to Community Oriented Policing/Domestic Violence Initiatives
- Reasonable community incentives (subcon- tracts, awards, etc.)
- Partnership, team building costs including travel, work group meetings and other related activities. (*Note, however, that meals and refreshments for meetings are not allowed.)
- Video production, if directly related to Com- munity Oriented Policing/Domestic Violence Initiative programs
- Costs of community meetings, workshops (advertising meetings, equipment)
- Costs associated with strategic planning relating to Community Oriented Policing/ Domestic Violence Initiative Programs

Unallowable:

- Other miscellaneous costs that do not directly lead to the implementation or enhancement of programs pertaining to Community Oriented Policing/Domestic Violence Initiative pro- grams
- Meals or refreshment costs associated with meetings, etc.
- Construction and land acquisition
- Indirect costs

IV. Budget Detail Worksheets

The budget detail worksheets are included in Appendix B and must be completed for consideration.



Administrative Requirements for Applicants

Grant Funds Must Supplement and Not Supplant

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for law enforcement. Instead, COPS Community Policing to Combat Domestic Violence grant funds must be used to increase the total amount of such other funds used for law enforcement.

A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay. For example, if a grantee, prior to applying to participate in the COPS Community Policing to Combat Domestic Violence Program, had committed to purchase ten new computers for crime analysis, then the grantee must purchase those ten computers in addition to those requested under the COPS Community Policing to Combat Domestic Violence Program. Funds currently allocated to purchase office equipment may not be reallocated to other purposes or refunded, should a COPS Community Policing to Combat Domestic Violence Program grant be made. Non-Federal funds for such equipment must remain available for and devoted to that purpose, with COPS Community Oriented Policing to Combat Domestic Violence Program funds serving as a supplement to those non-Federal funds.

The possibility of supplanting will be the subject of careful application review, and possible pre-award review, post-award monitoring and audit. Any supplanting of non-Federal funds by COPS grant funds is a ground for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions.

As part of this application, an agency must sign a certification that no supplanting of non-Federal funds will take place should a grant award

be made. This certification shall be treated as a material representation of fact upon which reliance will be placed in the DOJ's determination whether to award this grant.

State Single Point of Contact

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. (Indian tribal governments are exempt from this review.) The SPOCs are listed in Appendix E of this application kit. Applicants must contact their State SPOC to determine if the program has been selected for State review and if so, comply with the State requirements prior to or at the same time as an application is submitted to the COPS Office. If the SPOC requires a copy of the COPS Community Policing to Combat Domestic Violence Program application, the applicant should still send the original application and four copies to the COPS Office.

Audit Requirement

The Single Audit Act of 1984, issued in OMB Circular A-128, "Audits of State and Local Governments," establishes the requirements for organizational audits that apply to COPS grantees. The audits are to be on an organization wide, rather than a grant-by-grant basis, and must be arranged for by the grantee in accordance with the requirements of the circular.

Certifications: Lobbying, Debarment, Suspension, and Other Matters; Drug-Free Workplace and Coordination and Non-supplanting Requirements.

Applicants should refer to the certification form in Appendix D to determine the certification(s) to which they are required to attest. Applicants also should review the instructions for certification included in the regulations referred to in the certification form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69 "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and with the coordination and nonsupplanting requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the DOJ in awarding grants.

Civil Rights

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding for,

or impose other sanction on, a grantee for the following reasons:

- Failure to substantially comply with the requirements or statutory objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines issued thereunder, or other provisions of Federal law; or
- Failure to make satisfactory progress toward the goals or strategies set forth in this application; or
- Failure to adhere to grant agreement requirements or special conditions; or
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding; or
- Failure to submit reports; or
- Filing a false certification in this application or other report or document; or
- Other good cause shown.

Prior to the imposition of sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

Monitoring and Reporting Requirements

All successful grantees will be required to cooperate in grant monitoring activities of the COPS Office, the DOJ's Office of the Inspector General or any entity designated by COPS. The monitoring process may include the submission of written reports and records, and telephone and/or site reviews concerning financial administration of the grant and the progress toward achieving the applicant's community policing plan. Program

advisors and auditors will be particularly interested in assuring that the deployment of new officers is consistent with the applicant's proposal. Financial reporting forms will be mailed to you by the Office of the Comptroller and must be submitted within 45 days of the end of each quarter.

Evaluation Requirements

A national evaluation, as well as a number of local level evaluations, may be conducted of the COPS Community Policing to Combat Domestic Violence Program. The purpose of these evaluations will be to assess the process of implementing this program, as well as examining the possible impacts of domestic violence responses. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must be willing to cooperate in such evaluations and participate in providing the necessary information that may be requested. In addition, grantees are encouraged to collect information regarding the achievements and successes of community oriented policing in their area, as well as responses from members of the public to the grantee's plan.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other of the aspects of collection of

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this information, including suggestions for reducing this burden to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, D.C. 20530; and to the Public Use Reports Project, 1103-0032, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Guidance regarding financial and administrative aspects of the grant process also may be obtained by consulting the Office of Justice Programs' Financial and Administrative Guide for Grants (M7100.1), which is available at no cost from the Department of Justice Response Center.

References

Bureau of Justice Statistics (1984, April). National Crime Survey. Rockville, MD.

Hughes, Mary Ann (1993). Looking at Domestic Violence: 1991 Victim to Offender Relationships for Selected Violent Crimes. Dover: Statistical Analysis Center.

Langan, Patrick, and CA Innes (1986). Preventing Domestic Violence Against Women. Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics.

Straus, Murray A., and Richard J. Gelles (1990). Physical Violence in American Families. New Brunswick: Transaction Books.



Appendices

Appendix A Application Summary

Appendix B Budget Detail Worksheets

Appendix C Assurances Form

***Appendix D Certifications and Disclosure of
Lobbying Forms***

Appendix E State Single Point of Contact Listing

Project Summary

The project summary should be limited to 500 words or less. Please summarize the purpose of your grant request, the objective of your proposal and the methods your department intends to use in implementing the program. Please provide more details in the narrative portion of your application.

The purpose of this grant proposal is to seek funding from the Office of Community Oriented Policing Services to combat domestic violence in Jackson, Tennessee. Jackson is located in rural West Tennessee between Memphis and Nashville, via Interstate 40. The 1995 estimated population of Jackson is 55,000.

Funding is sought under Category II: Problem Solving and Community Based Programs: Community Policing Partnerships and Problem Solving Initiatives on Domestic Violence. Monies will be used to establish a domestic violence work group that links the efforts of the police, victim advocates, prosecutors, judges, health care professionals and other professionals having contact with families. This grant application is a collaborative effort between the Jackson Police Department and the Women's Resource and Rape Assistance Program. West Tennessee Legal Services, Pathways, Inc., and the Jackson-Madison County General Hospital provided technical assistance in the development of the proposal.

The primary goal of this project is to develop a coherent plan for consistently dealing with the problem of domestic violence in Jackson, Tennessee. The plan will concentrate on establishing a cooperative network of services available to women exposed to domestic violence and their families. The work group will conduct an extensive assessment of the problem, develop, implement, and evaluate short-term solutions, and will identify long-term solutions and possible resources. In addition establishing a work group, monies from the grant will be used for training police personnel, emergency room personnel, and various community groups regarding the cycle of domestic violence and its problems and consequences. Monies will also be used to begin better coordination of services between the Police Department, Women's Resource and Rape Assistance Program, Pathways Inc., and West Tennessee Legal Services.

Signature and title of law enforcement executive

Date

Signature and title of government executive

Date

Name of victim/community service agency participating in MOU

Date



U. S. Department of Justice
Office of Community Oriented Policing Services

Application Summary
Community Policing to
Combat Domestic Violence

Please answer all of the following questions completely. Attach the completed summary sheet to the front of your application narratives. *Please type all answers.*

Applicant Organization's Legal Name City of Jackson, Tennessee

ORI # TN0570100

(ORI # is assigned by the FBI. If you are a COPS grant recipient, the number is under your agency's name on labels and other COPS materials.)

Law Enforcement Executive's Name and Title Richard S. Staples, Chief of Police

Address 234 Institute Street

City Jackson State TN Zip Code 38301

Telephone (901) 425-8466 Fax (901) 425-8242

Government Executive's Name and Title Charles H. Farmer, Mayor

Address 314 East Main Street

City Jackson State TN Zip Code 38301

Telephone (901) 425-8240 Fax (901) 425-8202

Information about Service Agency/Organization(s) (as it appears in the memorandum of understanding)

Legal Name Women's Resource and Rape Assistance Program

Executive(s)' Name and Title Margaret Cole, Executive Director

Address 49 Old Hickory Blvd. East

City Jackson State TN Zip Code 38305

Telephone (901) 664-9727 Fax ()

Category and Priority Area Selection

You may submit a proposal for funding under one of the following three categories. Make your selection and mark the appropriate box. *Remember you may choose only one priority area under the category you select.*

- ☐ **Category I: Domestic Violence Training with a Community Oriented Policing Philosophy**

Please select one of the following priorities for category one.

- ☐ Police academy training curricula
- ☐ In-service training
- ☐ Department-sponsored multi-disciplinary training initiatives

- ☒ **Category II: Problem Solving and Community Based Programs: Community Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence**

Please select one of the following priorities for category two.

- ☐ Targeting repeat offenders and repeat addresses which generate domestic violence calls.
- ☐ Finding ways to solve and follow-up domestic violence cases in which the witness or victim is unwilling to participate.
- ☐ Developing programs to increase cooperation between governmental agencies in enforcing domestic violence laws, including enforcement of restraining orders and stalking laws; and/or, developing programs that coordinate the criminal justice community's response, such as mandatory arrests.
- ☒ Establishing a domestic violence work group that links the efforts of the police, victim advocates, prosecutors, judges, health care professionals, and all other professionals having contact with families. The work group should identify a specific problem and seek an adequate response.
- ☐ Developing programs that address the problem of drugs and/or alcohol and domestic violence situations.
- ☐ Encouraging rural and tribal police jurisdictions to initiate and participate in community wide service provider networks to address domestic violence.
- ☐ Developing evaluation techniques to determine how domestic violence initiatives such as mandatory arrests, restraining orders and automated arrest reports are used in problem solving.

Grant Information Requirements

Please type all answers.

1. What is your agency's fiscal year? From July 1 to June 30th.
2. What is your agency's Federal cognizant agency? Dept. of Justice/HUD.

A Federal cognizant agency is the Federal agency from whom you receive most Federal funding. (Please check to see if your agency has been assigned a cognizant agency by the Office of Management and Budget.)

3. What is your agency's Employer Identification Number? 62-6000316.
(An Employer Identification Number is assigned by the IRS.)
4. What is your agency's congressional district? 8th Congressional District.
5. Is your agency delinquent on any federal debts? No.
(IF YES, PLEASE EXPLAIN):

6. The total Federal funds requested under this proposal are \$ 147,967.
7. The geographic location of the applicant is (please indicate municipality, county and state):
Municipality

8. Please provide your agency's force strength as of 10/1/95, listing number of officers sworn and number of officers budgeted; do not include officers whose duties include jails or lockups, process servicing, court security or other non-law enforcement activity, or those officers who are providing services to municipalities under contract with your agency.

164 Actual 170 Authorized

9. Please list the total population that your agency serves: 55,000 City.
10. Please provide the total number of 1994 Part I Index Crimes: 5,559.
11. Please summarize any statistics that your agency keeps regarding instances of domestic violence:
DOMESTIC DISPUTES 1,322 ending 9-30-95

A. Innovative Project Description

1. Statement of the Problem

The purpose of this proposal is to seek funding from the U.S. Department of Justice, Office of Community Oriented Policing Services to combat domestic violence in Jackson, Tennessee. Jackson is located in rural West Tennessee, between Memphis and Nashville, via Interstate 40. The 1995 estimated population of Jackson is 55,000. This proposal is a collaborative effort between the Jackson Police Department (JPD) and the Women's Resource and Rape Assistance Program (WRAP). West Tennessee Legal Services, Pathways, Inc., and Jackson-Madison County General Hospital provided technical assistance in the development of this proposal. The City of Jackson will serve as the fiscal agent for the project.

During 1994 the City of Jackson Police Department responded to 1,557 incidents of domestic dispute. Of this total, 319 arrests were made, and 201 warrants were signed. Approximately 55 percent of the warrants were signed by a police officer. From January through August 1995, the Department recorded 1,322 domestic dispute incidents.

During 1993-1994, the Women's Resource and Rape Assistance Program served 100 victims of sexual assault via a hotline and provided 135 counseling sessions. Also, during that same time period, 897 victims of domestic violence received various services including 1,169 counseling sessions and made 730 hotline calls. Approximately 388 domestic violence victims were sheltered for a total of 3,466 shelter nights. In the 1994-1995 fiscal year, the Women's Resource and Rape Assistance Program had 115 hotline calls and provided 197 counseling sessions for victims of sexual assault. Over 860 victims of domestic violence received 1,180 counseling sessions during 1994-1995, and over 300 clients were sheltered for 3,684 shelter nights.

Jackson has a number of public and private, not-for-profit agencies which work with women who have been the victim of assault, battery, rape/sexual offense, or stalking crimes. These agencies include the Jackson Police Department, the Women's Resource and Rape Assistance Program, West Tennessee Legal Services, the 26th District Office of Attorney

General, Jackson City Court, Madison County Chancery, Juvenile, and Circuit Courts, Pathways, Inc., and the Jackson-Madison County General Hospital.

The Jackson Police Department is usually the first to respond to an incident of domestic violence. After diffusing the situation, many victims are taken to a shelter or safe place. The local community mental health center, Pathways, Inc., has a mobile crisis unit which may be accessed 24-hours a day to respond to domestic violence situations. In addition, Pathways, Inc. has individual, group, and family counseling available to domestic violence victims. The Women's Resource and Rape Assistance Program provides hospital and court accompaniment, group and individual counseling as well as shelter for victims of domestic violence and their children. Most victims of domestic violence in Jackson receive emergency care from the Jackson-Madison County General Hospital Emergency Department. The Emergency Department functions as a level two trauma center. The 26th District Attorney General Office is responsible for prosecuting domestic violence perpetrators. The Office also has a victims rights office which provides moral support for victims of domestic violence and their families.

West Tennessee Legal Services supplies legal advice for victims regarding civil matters such as the implementation of protection orders in the Chancery Court. In addition, many times the children in domestic violence situations are removed from the home for dependency and neglect by the Tennessee Department of Human Services. Lawyers from West Tennessee Legal Services represent many mothers in cases of dependency and neglect, which are heard in Madison County Juvenile Court. When domestic violence perpetrators are involved in criminal matters, probable cause hearings are held in City Court and trials in the Circuit Court.

However, coordination of services between these agencies in Jackson, Tennessee is not performed on a consistent basis. These agencies have not cooperated or collaborated on a coherent plan to deal with victims of domestic violence at the scene of an incident, while receiving emergency health care services, in dealing with the criminal justice system, or receiving professional counseling services. Victims of domestic violence in Jackson, Tennessee do not receive, on a regular basis, information about the variety of community based resources available to them, and referrals among agencies are not routinely made.

This proposed project is designed to meet and overcome the lack of consistent handling of domestic violence cases in the community through establishing a domestic violence work group to dissect this problem, identify short- and long-term solutions, and oversee the implementation of the most effective and appropriate responses. The emphasis of the work group will be on developing a community partnership between the community, the criminal justice system, and social service providers in an effort to successfully address the issues surrounding domestic violence. Such community partnership and problem solving efforts highlight local community policing initiatives, the activities of local community based social service agencies, and the interest of the residents of Jackson.

In 1991 the City of Jackson Police Department implemented community policing in the five major public housing developments; in 1993 community policing was initiated in a target neighborhood, and since then has been expanded in other areas of the city. The basic strategy used in Jackson was to change the role or function of the community police officers from one of a traditional police response to one of coactive response with the community to solve "real world" problems. Efforts to address the lack of inter-agency consistency in dealing with victims exposed to domestic violence through the establishment of a work group emphasize the problem solving component of community policing that includes input from community organizations and residents.

2. Prior Agency Efforts to Solve the Problem

Past efforts designed to foster better coordination, cooperation, and collaboration among public and private, not-for-profit agencies which deal with domestic violence in Jackson, Tennessee have been limited. Upon request, the police department transports victims to the local shelter operated by the Women's Resource and Rape Assistance Program or to another safe place such as a relative home. The Police Department also distributes information about the Women's Resource and Rape Assistance Program to domestic violence victims at the scene of an incident. Police officers hand out flyers which contain information and telephone numbers of the local resource and rape assistance program. In some instances officers check on the

status of a victim by placing a follow-up telephone call to the local Women's Resource and Rape Assistance Program.

In 1993, the Women's Resource and Rape Assistance Program, West Tennessee Legal Services, and the 26th District Office of the Attorney General cooperated in conducting inservice training for the Jackson Police Department patrol officers. The training covered the cycle of abuse and availability of services. Inservice training on domestic violence is required by Tennessee state statute. WRAP, when requested, provides training to emergency room personnel and to potential nurses at local colleges and universities.

Although domestic violence has become an increasing problem of law enforcement, health care providers, and social service providers little efforts have been made in Jackson, Tennessee to solve the problem of the lack of inter-agency coordination, cooperation, and collaboration. Past efforts have concentrated on coordination of services between local law enforcement and the local resource and rape assistance program. Health care providers and other social service agencies have not been involved in past efforts. The primary past activity which has been cooperatively conducted between more than two agencies has been in the area of training local law enforcement personnel on the cycle of violence and available resources. As mentioned above, this was a cooperative activity between the local rape and resource program, the prosecutor's office, legal services office, and city police department.

3. Goals and Objectives of the Project

The primary goal of this project is to develop a coherent plan for consistently dealing with the problem of domestic violence in Jackson, Tennessee. The plan will concentrate on establishing a cooperative network of services available to women exposed to domestic violence and their families. To meet this goal, our project has twelve objectives.

Objective 1: To establish a domestic violence work group that will link efforts of the Jackson Police Department, victim advocates such as the Women's Resource and Rape Assistance Program and West Tennessee Legal Services, the 26th District Office of the Attorney General,

City, Chancery, Circuit, and Juvenile Courts, the Jackson-Madison County General Hospital, Pathways, Inc., and the Tennessee Department of Human Services.

Objective 2: The domestic violence work group will identify and implement short term solutions.

Objective 3: The domestic violence work group will identify and seek resources for long term solutions.

Objective 4: The domestic violence work group will develop a memorandum of understanding which will detail the responsibilities and relationships between all public and private, not-for-profit agencies that work with victims of domestic violence and their families. All participating agencies will sign this memorandum of understanding, and the work group will oversee its implementation.

Objective 5: The Jackson Police Department will assist in activities of the work group through utilizing community policing problem solving strategies. The Police Department will work to provide early identification of domestic violence victims.

Objective 6: The Women's Resource and Rape Assistance Program will provide case management for all victims of domestic violence and the families in Jackson, Tennessee.

Objective 7: Case management will coordinate services provided by public and private, not-for-profit agencies for victims of domestic violence.

Objective 8: West Tennessee Legal Services will provide legal work for victims in civil matters.

Objective 9: Pathways, Inc. will provide 24 hour mobile crisis services for domestic violence situations.

Objective 10: All officers of the Jackson Police Department will receive training in dealing with domestic violence situations and the availability of resources. The work group will assist in designing and implementing the training.

Objective 11: The work group will develop and lead community workshops on the problems and consequences of domestic violence for families and the community as a whole.

Objective 12: The work group will design and implement training for emergency room personnel on the early identification of domestic violence victims.

4. Anticipated Outcomes

It is anticipated that this project will have a number of outcomes. First, it is expected that, through the work group and community based efforts, Jackson, Tennessee will have a compendium of services available to persons exposed to domestic violence. The community will provide a more effective response to domestic violence situations with the availability of a directory of services.

Second, through consistent training of law enforcement personnel and community workshops, awareness of domestic violence will increase. The increase in community awareness coupled by the availability of a city-wide community police investigator to concentrate on early identification of domestic violence victims and case development, will lead to an increase in the volume of domestic violence cases referred to the Women's Resource and Rape Assistance Program. Case management by the Women's Resource and Rape Assistance Center will cause the local community mental health center, Pathways, Inc. to have an increase in the number of victims seeking counseling. In addition, these victims will seek protection orders and criminal warrants, increasing the civil and criminal court cases, and the need for legal advice through West Tennessee Legal Services. Initially, social service agencies and the criminal and civil justice systems will see a trend toward an increased number of domestic violence cases.

Third, community police officers and traditional patrol officers will have defined working relationships with other agencies serving victims of domestic violence. The community response to domestic violence will be better coordinated through enhanced early identification of victims in emergency rooms and through reading police reports, better crisis intervention through the local, community mental health center, coordinated case management by the local resource and rape assistance center, and available legal services. Through the collaborative efforts by various agencies, it is anticipated that, over time, repeated incidents of domestic violence will decrease

because victims will have adequate community resources to effect their independence from the perpetrator.

5. Project Description

This proposal was a collaborative effort between a number of agencies that are linked together by victims of domestic violence and their families. While the major impetus of the proposal is the establishment of a domestic violence work group to bring together law enforcement, victim advocates, prosecutors, judges, health care professionals, and others to define a specific problem and seek short- and long-term solutions, the proposal planning group felt that staff support to assist the work group and to begin working collaboratively on the problem of domestic violence is necessary.

The domestic violence work group will be responsible for developing a coherent plan that assesses the problem of a lack of a consistent community response to domestic violence. The assessment will include a statement of understanding about causes of the problem, a determination of its scope and effects, identification, implementation, and evaluation of short-term solutions, and identification of long-term solutions. Problem-solving techniques used by community policing will be adapted for use by the work group.

Community police officers are in a position to learn first about domestic violence situations because of their closeness to a neighborhood and the two-way information flow established with residents. Also, community police officers target specific populations such as children, the aging population, and women. According to Trojanowicz and Bucqueroux (1992) "in the community police officer's role as liaison, the officer acts as the community's link to public and private agencies, acting as ombudsman to deal with neighborhood decay" (p.18) The community police officers in Jackson will act as facilitators in the problem solving efforts of the domestic violence work group. The community police officers will assist in department wide training on domestic violence as well as participate in community workshops.

In order to provide early identification of domestic violence situations, a police investigator will work with community police officers, the Jackson-Madison County General

Hospital and Regional Hospital Emergency Rooms, and review police reports of assaults and aggravated assaults. This police investigator will be responsible for only domestic violence cases on a city-wide basis.

In order to begin to coordinate services between public and private agencies, the Women's Resource and Rape Assistance Program will have a full time case manager devoted to working with domestic violence victims and their families. The case manager will be responsible for the coordination of public and private resources for the victim. Pathways, Inc. will have a crisis counselor available to provide assistance at the scene of a domestic violence situation. West Tennessee Legal Services will provide legal assistance for victims, will participate in law enforcement and community wide training, and will assist in the preparation of community education materials.

6. Project Time Line

During month one the agencies that collaborated on this proposal will meet and define the membership of the domestic violence work group, the meeting schedule, and a defined mission and statement of work. The first meeting of the work group will be during month two. Also during months one and two, the domestic violence investigator and resource and rape assistance case manager will be employed. During month two an agency and community survey will be conducted.

The domestic violence work group will meet on an intensive schedule during month two through month six. The first report of the work group will be completed by the end of month six. The report will include a statement of the problem, its causes, scope, short-term response, implementation and evaluation strategy. The work group will spend months seven through ten working on the identification of long term solutions and resources. The final report of the work group will be completed by the end of month ten. The work group will spend months eleven and twelve working to identify resources for implementation of the long-term solutions. Staff from the Jackson Police Department and Women's Resource and Rape Assistance Program will provide staff support for the work group.

The domestic violence investigator will begin working with community police officers and emergency room personnel by the end of month two to provide early identification of persons exposed to domestic violence, case follow-up and development. The mobile crisis unit of Pathways will be available for response to domestic violence situations during month two. The case manager of the Women's Resource and Rape Assistance Program will begin coordinating services for victims by the end of month two.

Training of emergency room personnel will occur during months four and five. Collaborative training for police department personnel will occur during month seven and eight. Community wide workshops will be held beginning in month six. During month eleven agency and community surveys will be conducted.

It is anticipated that the investigator, case manager, crisis counselor, and legal staff will attend work group meetings to provide insight on the problems and consequences of domestic violence. The work group will be facilitated by the community police officers in Jackson.

The project director and deputy project director will be responsible for scheduling the work group and the production of the first and final reports. They will also be responsible for coordinating the work of the investigator, case manager, crisis counselor, and legal services staff.

7. Measuring Success

Success will be measured by the volume of domestic violence disputes recorded by the community police officers, traditional patrol officers, and domestic violence investigator.

Success will also be measured by the caseload of the case manager, crisis counselor, and legal services staff. Community churches and other social services agencies should see an increase in the number of domestic violence victims seeking assistance. Additional measures of success will include the number of incidents per victim, the number of agencies providing services to the victim and their family, the number of protection orders issued by the Chancery Court, the number of probable cause hearing before City Court, and the number of trials held in Circuit Court.

The knowledge of social service agencies, public agencies, and the community at-large regarding the problems, consequences, and services available for victims of domestic violence will be measured through a series of surveys. The first set of surveys will be conducted at the beginning of the project. Public and private agencies will be queried to determine their knowledge of available services for victims of domestic violence. The second set of surveys will be a 300 random sample telephone survey of city residents to determine their knowledge of domestic violence. During community wide workshops surveys will be distributed before and after to determine the knowledge of the attendees.

A second set of surveys will be done during month eleven to gauge the knowledge of agencies and the community as a result of the project. This information will be presented to the work group as well as data from all surveys will be tabulated and presented in the final report submitted to the funding agency.

8. Impact on Other Criminal Justice Agencies

The Tennessee Department of Probation and Parole should witness an increase in the number of individuals on probation and parole. It is anticipated that the impact will be primarily on probation, because of the overcrowded prison situation in Tennessee.

Madison County Juvenile Court may see an increase in children needing temporary foster care as more women seek independence from the perpetrator. Foster Care Review Board will also see an increase in cases reviewed on a monthly basis.

B. Partnerships and the Memorandum of Understanding

Between and among the City of Jackson Police Department and the Women's Resource and Rape Assistance Program (WRAP).

It is understood and agreed that the Jackson Police Department will be the lead Applicant for the Grant "Community Policing to Combat Domestic Violence." The Women's Resource and Rape Assistance Program will be the Co-Applicant.

Advocates for both community policing and domestic violence victims agree that the community policing approach to domestic violence must be made jointly in the community.

WRAP provides services free of charge to residents in twelve counties throughout rural West Tennessee. WRAP serves victims and their children without regard to age, race, sexual preference, or religious affiliation. While the focus of WRAP is on the victims, the agency provides perpetrators with referrals to appropriate agencies.

The Police Department will be the payee, receiving and disbursing funds, supervising and coordinating all grant activities.

The Grant will be administered for a period of twelve (12) months, unless renewed for an additional period of time.

The applicants are applying for funds under Category II: Problem Solving and Community Based Programs: Community Policing Partnerships and Problem Solving Initiatives on Domestic Violence. The funding will be used to "Establish a domestic violence work group that links the efforts of the police, victim advocates, prosecutors, judges, health care professionals, and other professionals having contact with families."

Charles H. Farmer, Mayor, City of Jackson

Date

Richard S. Staples, Chief of Police

Date

Margaret Cole, Executive Director
Women's Resource and Rape Assistance Program

Date

C. Community Policing Strategy

1. History of Community Policing in Jackson, Tennessee

In 1991 the City of Jackson Police Department implemented community policing philosophy in five major public housing developments. The Community Crime Reduction Unit is composed of eight community police officers. In 1993 the department, with the assistance of a community grassroots organization, the Jackson Leadership Council, selected a target neighborhood in the city for implementation of community policing philosophy. Selection of the targeted neighborhood was based on an analysis of crime statistics, economic statistics such as unemployment rate, home ownership, and general physical appearance of the area. The target neighborhood has four community police officers who work two shifts, a day/afternoon shift and an evening shift. In 1994 a second target neighborhood was selected for community policing. Two officers from the first neighborhood and two new community police officers were assigned to the second neighborhood. Presently, the department is expanding the first target neighborhood to extend community policing throughout District 5 of the city. The goal of the Jackson Police Department is to develop and maintain community oriented policing philosophy throughout the department.

2. Problem-Solving Focus

Officers selected for community policing receive extensive training. Officers serving the public housing developments received training from the University of Louisville. Officers selected for targeted neighborhoods received 40 training hours from the National Institute of Criminal Justice Training. Community police offices are trained to look for reoccurring problems in their areas. Each officer receives a resource book, and is encouraged to use any and all public and private, not-for-profit agencies to solve any area problems. Such agencies include the Tennessee Department of Human Services, Jackson Utility Division, City Court of Jackson,

General Sessions Court of Madison County, Juvenile Court of Madison County, recreation and Parks Department, Street Department, health and Sanitation, Sign and Building Department, Codes Enforcement, Engineering Department, Jackson-Madison County General Hospital, Community Corrections, Financial Institutions, and Resident Associations of Neighborhood Watch groups. Officers are trained on new and innovative means for solving problems such as working interactively with residents and conducting follow-up on all misdemeanor and felony cases. Community police officers are the primary responders to calls for service in their targeted neighborhoods. All community police officers have pagers, cellular telephones, and distribute business cards that contain their pager numbers. Community police officers are viewed as the primary problem solver in the neighborhood. Through use of pagers and cellular telephones, the community police officers are available to neighborhood residents virtually 24 hours a day.

In order to facilitate the philosophy shift in the department as a whole from one of traditional patrol to community policing, all department personnel in 1993 received 24 training hours on community policing. In addition, the department instituted a transition team to identify department wide issues and solution strategies. The transition team has adopted problem solving techniques of community policing and meets on a monthly basis.

3. Analytical Approach to Reducing Crime Problems

4. Technologically Advanced Crime Analysis

In 1991 the Jackson Police Department added a computer-aided dispatch system. With computer assistance, the department has the capability to cross-reference incidents according to name or address. As a result, officers provide better follow-up, classify unfounded incidents more accurately, categorize domestic disputes in a more timely fashion, and track cases better from initial incident through investigation.

Other analytical tools used by community police officers include residential and business surveys. Through personal interviews with residents of community policing target neighborhoods, officers learn about the residents, and also gain insight to community problems and concerns. Data from the residential surveys, are made computer-readable and aggregate

data analysis is performed. Community police officers also conduct personal interviews with businesses in the target neighborhoods. These data are also made computer-readable. Through data analysis of the residential and business surveys, priority problems are identified through aggregating responses. Community police officers use the results to identify priority problems and begin seeking solutions through consistent problem solving efforts.

Community police officers have also conducted lighting surveys and business security checklists. Through the lighting survey and working with the Jackson Utility Division, numerous lights were repaired or installed in target neighborhoods or in public housing developments thus reducing the opportunity for crime to occur. Business security checklists have enabled owners to identify security weaknesses and seek viable solutions. In both instances, the community police officers took an analytical approach to problem solving in the targeted neighborhoods.

5. Two Problem Solving Examples

The first problem was identified by the Jackson Police Department. Through data analysis the police department identified the primary time for auto burglaries as between 11:00 p.m. and 2:00 a.m. Through graduates of an eleven week Citizen's Police Academy, the Jackson Police department was able to train civilians to identify possible crimes before and during commission using a police radio. The civilians received several hours of training on use of the police radio and procedure for identification of crimes. Civilian volunteers use their personal vehicles while on community radio watch duty. Recently, community radio watch volunteers identified several armed men entering a local Pizza Hut. The police were contacted and quickly arrived on the scene to prevent a major robbery attempt. Also, the community radio watch have been the first to identify several very serious automobile accidents and have telephoned police as well as ambulance service. Approximately 48 civilian volunteers comprise the community radio watch.

The second problem was identified by community residents in a targeted neighborhood. Through personal interviews with residents and later analysis of responses, the local neighborhood bar was identified as a nuisance for the neighborhood. Community police officers

assisted residents with obtaining required signatures for a petition to shut down the bar as a community nuisance. Community police officers also began spending time in the bar, observing customers. The residents were successful with their petition before Chancery Court and the bar was shut down.

II. Budget Narrative

1. Grant Period Expenditures

The total amount of federal monies requested for the twelve month project is \$147,967. This amount covers expenditures associated with a domestic violence work group, personnel, and other costs to begin forming a coherent plan and community response for domestic violence in Jackson, Tennessee.

Personnel costs include ten percent of the salaries of the project director and deputy project director. The project director is a lieutenant in the Jackson Police Department. The deputy project director is the executive director of the Women's Resource and Rape Assistance Program. The project director will have overall responsibility for the project with assistance from the deputy project director. A community police investigator will be employed by the project. The primary duties of the investigator will be to review all daily police reports and work with local emergency room personnel to provide early identification of domestic violence situations. The investigator will also be involved in developing domestic dispute cases for prosecution, supporting the community domestic violence work group, and conducting department and community training with community police officers.

A case manager from the Women's Resource and Rape Assistance Program will be employed by the project. The case manager will assist in the support of the work group, but will also coordinate services for victims of domestic violence identified by the Jackson Police Department. The local community mental health center, Pathways, Inc. will have a part time crisis counselor for 24 hour availability for response to domestic violence situations. The total amount of salaries requested is \$64,052. The costs for fringe benefits are \$18,147.

Travel monies requested are for training. The police investigator and case manager will attend monthly state and regional meetings in Nashville of the Tennessee Task Force Against Domestic Violence. Hotel and meals are estimated for two people, for two nights, for twelve trips

during the project period. Monies for travel to other jurisdictions, for agency personnel to attend workshops and seminars, and work group members is also included. The total amount for travel is \$10,630.

Equipment purchases include two computers and printers, video cam-corders, pagers, minolta cameras, and three cellular telephones totaling \$10,750. Supplies include those for the general office, printing of booklets, pamphlets, and posters, three training videos, communication and postage, and routine Xerox printing. The total costs for supplies is \$7,988.

Consultants include legal advice and community education preparation from West Tennessee Legal Services, trainers for department wide and community workshops, and contracts for community telephone surveys. The total for consultants and contracts is \$36,400.

2. Local Contribution of Funds

3. Source of Local Contribution

Several community agencies have provided local contribution to this project. The Jackson Police Department will contribute the fringe benefits of the project director or \$830. The Jackson Police Department will also donate the time of the present community police officers toward this project, or an estimated \$10,000 in salaries and fringe benefits. The Women's Resource and Rape Assistance Program will also donate the fringe benefits of the deputy project director or \$750. Pathways, Inc. will donate 25 percent of the salary and fringe benefits of the crisis counselor (\$7,131), increasing the availability of the counselor on the project to 50 percent of his time. The Jackson Police Department, Women's Resource and Rape Assistance Program, Pathways, and West Tennessee Legal Services will all donate furniture, space, and utilities to the project. The costs of these are estimated to be \$20,625. The total local contribution to this project is \$39,336.

4. Agency Determination of Amounts

As mentioned above the development of this proposal was based on a collaborative effort between five community agencies: the Jackson Police Department, the Women's Resource and Rape Assistance Program, West Tennessee Legal Services, Pathways, Inc., and

the Jackson-Madison County General Hospital. Salary and fringe benefit amounts were set based on specific agency salary guidelines. Other direct costs such as for equipment, supplies, travel, and consultants were determined in meetings of the Jackson Police Department and Women's Resource and Rape Assistance Program. Local contributions were donated by each agency which worked on this proposal.

5. Agency's Current Expenditures for this Project

The Jackson Police Department has devoted staff time to initiate community discussions on the issues of domestic violence. The department has emphasized this problem with the present community police officers.

Budget Detail Worksheet

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Project Director	10% of \$33,322/yr.	\$ 3,332
Deputy Project Director	10% of \$30,000/yr.	3,000
Domestic Violence Inv.	\$32,220/yr.	32,220
Domestic Violence Case Manager	\$20,000/yr.	20,000
Crisis Counselor	25% of \$22,000/yr.	5,500

TOTAL \$64,052

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Domestic Violence Inv.:		
Employers FICA		\$ 2,463
Insurance		2,946
Retirement		1,611
Annual and Sick Leave		3,718
Domestic Violence Case Manager:		
Employers FICA		1,530
Insurance		2,400
Annual and Sick Leave		1,848
Crisis Counselor:		
Employers FICA	421	
Insurance	1,210	
		TOTAL \$18,147

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
Training	Nashville	Hotel	$(\$50 \times 2 \times 12 \text{ trips} \times 2 \text{ nights})$	\$ 2,400
		Meals	$(\$25/\text{per diem} \times 2 \times 12 \text{ trips})$	600
		Transportation		180
Training for case manager and police investigator in Nashville- regional and state monthly meetings on domestic violence				
				3,200
Training	Varies	Hotel		
		Meals		1,250
		Transportation		3,000

Travel for work group, agency personnel attending workshops, seminars, or training and visits to other jurisdictions.

TOTAL \$10,630

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
2 486 computers and printers	$(\$2,250 \times 2)$	\$ 4,500
2 video cam-corders	$(\$875 \times 2)$	1,750
3 cellular telephones	$(\$1,250 \times 3)^*$	3,750
2 pagers	$(\$150 \times 2)^*$	300
minolta cameras	$(\$225 \times 2)$	450

*includes operating costs

TOTAL \$0,750

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
General Office Supplies (paper, pencils, pens)	\$62/mo. x 2 agencies	\$ 1,488
Booklets and pamphlets - printing		4,000
Training videos		600
Communication, postage		500
Routine xerox printing		1,000
Posters - printing		400
		TOTAL \$ 7,988

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
NONE		
		TOTAL

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
West TN Legal Services	legal advice in civil cases	200 hrs. @ \$50/hr.	\$ 10,000
Domestic Violence Training for Law Enforcement Personnel		\$150/day x 4 trainers x 12 days	7,200
Domestic Violence Training Community Workshops		\$150/day x 4 trainers x 12 days	7,200
West TN Legal Services	preparation of community education materials		10,000
<i>Subtotal</i>			<u>\$ 34,400</u>

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
<i>Subtotal</i>			<u> </u>

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
two 300 random sample surveys of community residents conducted by telephone	\$ 2,000
<i>Subtotal</i>	<u>\$ 2,000</u>
TOTAL	<u>\$ 36,400</u>

(H) Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
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NONE

TOTAL _____

(I) Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
-------------	-------------	------

NONE

TOTAL _____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$ 64,052
B. Fringe Benefits	18,147
C. Travel	10,630
D. Equipment	10,750
E. Supplies	7,988
F. Construction	
G. Consultants/Contracts	36,400
H. Other	
Total Direct Costs	147,967
I. Indirect Costs	
TOTAL PROJECT COSTS	147,967
Federal Request	\$147,967
Non-Federal Amount	39,336



ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that you (the applicant) will comply with these provisions. If you would like further information about any of the matters on which we seek your assurance, please contact us.

By your authorized representative's signature, you assure us and certify to us that you will comply with all legal and administrative requirements that govern the application for acceptance and use of federal grant funds. In particular, you assure us that:

1. You have been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on your behalf are authorized to do so and to act on your behalf with respect to any issues that may arise during processing of this application.
2. You will comply with the provisions of federal law which limit certain political activities of your employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. You will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if they apply to you.
4. You will establish safeguards, if you have not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. You will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. You will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, with the program guidelines, with the requirements of OMB Circulars A-87 (governing cost calculations) and A-128 (governing audits), with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, with 28 CFR Part 66 (Uniform Administrative Requirements), with the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, and with all other applicable laws, orders, regulations, or circulars.
7. You will, to the extent practicable and consistent with applicable law, seek, recruit, and hire members of racial and ethnic minority groups and women in order to further effective law enforcement by increasing their ranks within the sworn positions in your agency.
8. You will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
 - A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against you after a due process hearing, you agree to forward a copy of the finding to the COPS Legal Division, 1100 Vermont Avenue, N.W., Washington, DC 20530.
 - B. If you are applying for a grant of \$500,000 or more and Department regulations (28 CFR 42.301 et seq.) require you to submit a current Equal Opportunity Employment Plan, you will do so at the time of this application, if you have not done so in the past. If you are applying for a grant of less than \$500,000 and the regulations require you to maintain a Plan on file in your office, you will do so within 120 days of your grant award.
9. You will insure that the facilities under your ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that you will notify us if you are advised by the EPA indicating that a facility to be used in this grant is under consideration for listing by EPA.
10. If your state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, you have made this application available for review by the State Single Point of Contact.

I hereby certify compliance with the above assurances that govern the application and use of Federal funds.

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will —

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Program, P.O. Box 14440, Washington, D.C. 20044. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted —

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

234 Institute

Jackson, Tennessee 38301

Madison County

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

4. COORDINATION

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

5. NON-SUPPLANTING

The applicant hereby certifies that Federal funds will not be used to replace or supplant State or local funds, or funds supplied by the Bureau of Indian Affairs, that would, in the absence of federal aid, be made available to or for law enforcement purposes.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

City of Jackson, 314 East Main Street, Jackson, Tennessee 38301

Grantee Name and Address

Community Policing Work Group to Combat Domestic Violence

Application Number and/or Project Name

Grantee IRS/Vendor Number

Charles H. Farmer, Mayor

Typed Name and Title of Authorized Representative

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Job Descriptions and Responsibilities

Project Director, Jackson Police Department

The Project Director will be responsible for overall administration of this project and police activities related to the grant. The Project Director will be responsible for overall management of grant activities, and for completing all reports and documentation on the grant project activities, all financial reports on disbursement of grant funds, and other duties as may be required.

Deputy Project Director, Women's Resource and Rape Assistance Program

The Deputy Project Director will assist the Project Director in management of grant activities and projects. The Deputy Director will have responsibility for completing all reports, documentation of project activities and financial expenditure information related to the Women's Resource and Rape Assistance Program.

Police Investigator, Jackson Police Department

Responsible for conducting criminal investigations specifically related to domestic violence. Engages in special assignments as directed by the Commander of the Criminal Investigation Division and the Community Policing Supervisor.

Reports directly to the Community Policing Supervisor. Interacts with members of the general public, especially with residents of the community policing target areas including victims of domestic violence. Reviews and analyzes crime reports completed by other officers. Processing crime scenes, identifies, locates and interviews victims, witnesses, and suspects. Develops leads and prepares affidavits for search and arrest warrants.

Consulting Attorney, West Tennessee Legal Services

Provide counsel, advice and training to officers, social service providers, members of the community and other affected groups regarding advice and counsel of legal ramifications of statutes; case law; policy and programmatic structure; effective and efficient ways to maximize legal protection and process; victim advocacy; improving of pre and post judicial interventions in domestic violence situations and other related matters.

Community Education Coordinator, West Tennessee Legal Services

Prepare, design and produce materials to educate affected parties and participating entities as to domestic violence issues. Publications include newsletters, fact sheets, pamphlets, and booklets. Would also coordinate media outreach and education as to project and how to access its services.

Crisis Counselor, Pathways, Inc.

Responsible for providing face to face and telephone crisis response services, assisting consumers during the transitional phase of respite care, and providing social support to individuals and families experiencing crisis. Under direct supervision of the Crisis Program Supervisor, responsible for crisis intervention services provided to a naturally fluctuating volume of clients per day, for a designated shift, five days per week. Incumbent is subject to call back and overtime as deemed necessary.

Case Manager, Women's Resource and Rape Assistance Program

The case manager will develop and maintain a database for victims of domestic violence in Jackson, Tennessee. The case manager will have responsibility for coordinating and assisting each victim locate and obtain needed resources in the community, along with providing information to assist the victim through court and hospital processes.

59 to be used exclusively for educational, charitable and religious purposes. The Frost Foundation was named in honor of Edwin Amos Frost and Virginia Chappelle Frost. Its first Board of Directors was composed of Mrs. Mary Frost Willis, Mrs. Elizabeth Frost White, Frank T. White, Mrs. Mary Virginia Loftus, Edwin Frost White and W. Scott Wilkinson. The Foundation possesses all powers, rights, privileges, facilities, and immunities which nonprofit corporations authorized to possess under the Constitution and Laws of Louisiana, and particularly under Title 12, Section 101 et seq., Louisiana Revised Statutes, and has been authorized to operate in New Mexico as a foreign corporation with the name of The Frost Foundation, Ltd.

UNDATION OFFICERS

President: Mary Amelia Whited-Howell
Secretary/Treasurer: Mitchell R. Woodard
President Emeritus: Edwin F. Whited

BOARD OF DIRECTORS

Mr. A. LeVan: Santa Fe, New Mexico
Mr. W. Loftus: Shreveport, Louisiana
Mr. R. Moore: Shreveport, Louisiana
Mr. F. Whited: Santa Fe, New Mexico
Mrs. Amelia Whited-Howell: Santa Fe, New Mexico
Mr. Wheeler: Santa Fe, New Mexico
Mr. Rogers Gerber: Santa Fe, New Mexico

EXECUTIVE COMMITTEE

Mary Amelia Whited-Howell
Mr. A. LeVan
Mr. F. Whited

ICE

Frost Foundation, Ltd.
McKenzie Street
Santa Fe, NM 87501
986-0208

Grant Application Procedures (Revised October 1, 1993):

This format has been developed to encourage careful thought and succinct language to describe your program. This approach will greatly assist us in giving thoughtful consideration to your proposal.

Please send five copies of a one-page summary of your proposal by your choice of deadline: December 1st for our March meeting or June 1st for our September meeting. We regret we cannot accept faxed summaries at this time. This one-page summary should include:

At the top of the page:

1. Name, address, phone number and Project or Executive Director of your organization.
2. Title of the specific project for which you are requesting funds.
3. Total cost of the project and the amount of money requested from The Frost Foundation.

Body of Summary:

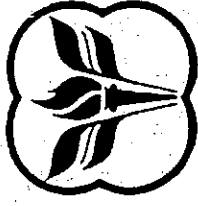
4. Age of organization.
5. Description of the need or problem to be addressed.
6. Description of the program and its goals and/or objectives
7. Procedures used for planning and implementing the program.
8. Estimated time for start-up and/or duration of the program.
9. Qualified personnel to staff the program.
10. Other proposed sources of funds.
11. Plans for cooperation with other organizations, if any.
12. Signature of your chief executive officer.

If we can consider your proposal further, we will request two copies of a full proposal within approximately four weeks after your submission deadline. This proposal would be due in our office approximately seven weeks following your original submission deadline. It should include:

1. An expansion of the items described in questions 4-12 under the Body of Summary section at the top of this page.
2. A brief history of your organization and its purposes.
3. A copy of your I.R.S. determination letter 501 (c)(3).
4. Budget for the project and an audited copy of your most recent financial statement.
5. Description of how you plan to evaluate your project.
6. Resumes or descriptions of qualifications of personnel to be involved with the project.
7. Any other materials you believe will more fully describe your project. (If videos are sent as part of the supporting materials, they cannot be returned.)

Please send summaries and proposals to: Mary Amelia Whited-Howell, President, The Frost Foundation, Ltd., 314 McKenzie Street, Santa Fe, New Mexico 87501.

THE FROST FOUNDATION, LTD.



GUIDELINES FOR GRANT-MAKING ACTIVITY

SPECIFIC FOCUS

Our specific focus for the coming years will be on the following three areas:

1. Social Service and Humanitarian Needs

Consideration will include, but not be limited to, violence in the streets, domestic violence, child abuse, specific public health issues such as alcohol and drug abuse, homelessness and problems of the elderly.

2. The Environment

We recommend consideration of programs in research, education and action to conserve and protect the environment for the well-being and safety of plants, animals and human beings.

3. Education

We seek new, innovative, creative, practical programs to address students' and society's needs today, and which recognize our changing sociological structure and concerns.

GENERAL GUIDELINES

In order to best utilize its available resources, the Foundation has established the following general guidelines for grant-making activity:

- The Foundation wishes to encourage self-reliance, creativity and ingenuity on the part of prospective recipients.
- Its efforts are directed primarily to support exemplary programs which can generate positive change beyond traditional boundaries, to encourage creative projects which recognize emerging needs, and to assist innovative programs which address current urgent problems.
- Within these parameters, it directs attention to programs requesting "seed money" (i.e. start-up funds) to provide initial impetus to exemplary programs as described above, to matching funds, to pioneering model programs which other organizations might similarly use, and to programs which have potential for wider service or educational exposure than an individual community. The Foundation encourages cooperation among agencies within the community to reduce duplication of effort and promote maximum effective use of funds.
- It is prepared to review applications of social service/humanitarian, environmental and education programs in any part of the United States from organizations which have an IRS 501 (c) (3) determination.

- The Foundation by vote of approval of its Board of Directors makes grants twice a year: in mid March and late September. The deadline for receipt of information is: December 1st for the March meeting, June 1st for the September meeting. Applicants will be notified in writing of the Board's decision within four weeks following its meeting.
- Letter to the back of the brochure for application purposes.

EXAMPLES OF PROJECTS OUTSIDE OF OUR SPECIFIC FOCUS

Because of the Foundation's commitment to focus on three areas (Social Service and Humanitarian Needs, The Environment and Education) we must decline requests for funding in other areas which we may have supported in the past. In an effort to prevent grant seekers from investing time, personnel and money into the development of proposals we will not consider, we have provided the following examples of these projects:

ADVOCACY

We will not fund projects which are highly political in nature and take advocacy beyond moderate bounds. However, we will consider helping projects which might be deemed as controversial, if our support is directed to providing public information and education.

ARTS AND HUMANITIES

We believe that the arts and humanities can enhance the lives of all persons, however, we will only consider grants to cultural projects which also meet a pressing social need.

BRICK-AND-MORTAR

We know that new buildings are often needed by institutions and organizations to better meet the needs of those who perform and receive services in these structures. However, we want to focus on program assistance and not brick-and-mortar projects.

ENDOWMENT

We agree that endowment funds can give long-term stability to institutions and increase their effectiveness. However, endowments generally require large contributions and take years to generate significant expendable funds for the stated purposes. We have decided to direct our grants to innovative programs which have the potential to generate positive results and serve as potential models.

INDIVIDUALS AND FOR PROFIT ORGANIZATIONS

Under our Articles of Incorporation we cannot consider grants to organizations which the Internal Revenue Service (IRS) has not designated as nonprofit and tax exempt, or to individuals.

MEDICAL RESEARCH

Although we will consider support for vitally needed medical research, we will not provide grants to purchase medical equipment and we will not be involved with experiments which use animals.

OPERATING FUNDS

Although we understand the need for operating funds, we will continue our policy of not approving grants for these expenditures. We believe that we can make a greater impact in meeting critical needs in this area through seed money and/or start-up grants to model programs.

RELIGION

We will not provide grants to places of worship for their regular worship and education programs. We will consider supporting church-based humanitarian projects which serve the truly needy.

SCHOLARSHIPS

We understand that scholarships can encourage and enable deserving students to complete challenging academic programs. However, we will not provide scholarship assistance in any form. We will consider support for revolving loan program which assist students with special financial needs.

SPONSORSHIPS FOR CULTURAL EVENTS

Unlike many corporate sponsors, we do not encourage cultural or recreational activities for cultural or recreational purposes.